

TOWN THEATRE, INC

Board of Directors Meeting

March 18, 2015 Highland Municipal Building 6:30 PM

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introductions

Present on roll call included the following Town Theatre board of Director Members: Robin Carlascio, Bridget DeYoung, Dan Dunn, Michael Griffin, Bruce Leep, Dawn Diamantopoulos, and Michael Maloney. Absent with notice included Keith Bruxvoort and Tracy Oprea. Attorney Rhett Taber and Councilman Dan Vassar, serving as attorney for the board and as liaison to the Town Council, respectively, were also present. The following members of the public were in attendance: Chuck Haber, Marion Case, Dominic Noce, and Chris Moore. Cecile Petro, Redevelopment Director, took minutes of the meeting. Dawn Diamantopoulos and Tracy Oprea are new members appointed by the Town Council. Members introduced themselves.

Minutes

Board Member Griffin made a motion to accept the minutes as written. Board Member Carlascio seconded the motion. **Motion carried by unanimous voice vote.**

Election of Officers

Board Member Griffin suggested that an Interim Chairman be selected until the Board has a chance to work together as a group. Discussion ensued. Board Member Griffin made a motion to nominate Board Member Maloney as Interim Chairman. Board Member Carlascio seconded the motion. **Motion passed by unanimous voice vote.**

Articles of Incorporation

Attorney Tauber informed the Board that the Articles of Incorporation were approved on February 5, 2015. The Board also received its Employer Identification Number (47-3397404). Work can now begin on applying for a 501-C-3 Tax Exempt Status. Attorney Tauber stated that this process could take about one year. Board Member DeYoung stated that Attorney Christian Bartholomew would be willing to work on the 501-C-3 application with Attorney Tauber. The Board thanked Mr. Tauber for his pro bono contributions to the Town Theatre Board. Board Member Griffin made a motion to initiate the process to apply for the 501-C-3 Tax Exempt Status. Board Member Dunn seconded the motion. **Motion carried by unanimous voice vote.**

Bylaws

Board members reviewed the second draft of the bylaws. Most of the discussion centered on the need for a flexible document that would not constrain the Board in the future and allow the Board flexibility in creating its operating structure. Changes were noted and a revision of the document will be reviewed and possibly approved at the next meeting.

Town Theatre Building—Timeline to Completion and Progress to Date

Redevelopment Director Petro shared a draft timeline with the Board outlining major steps to completion of the renovation and the steps needed to be fully operational once the building is completed. The seats were removed by Angotti Landscaping for a reduced cost of \$1500.00. Additional costs were donated by the firm. The next step will be to remove the ceiling in order to assess the roof structure. Redevelopment Commission President Dominic Noce discussed the efforts that are being taken by the Commission to complete the project. Redevelopment Commissioner Jim Kessler with the assistance of Angotti Landscaping, removed most of the theatre artifacts for safekeeping. The Board asked Commissioner Noce to thank Mr. Kessler for his work.

Board Members discussed possible volunteer assistance from various organizations that could reduce the cost of the construction. Board member Carlascio will contact Lowes' Foundation for possible donated materials. Discussion also addressed the concept plan for seating in the theatre. Mention was made of the number of seats that will be lost to accommodate ADA compliance and the new larger seats. Once the Redevelopment Commission contracts for design services, another review of the floor plan will be discussed. Interim President Maloney asked Board Members to review the concept plans in advance of that discussion.

Town Theatre—Operations

According to the draft timeline, the Theatre Director will be hired six months from completion. Board Members discussed the amount of work that will need to be accomplished before a Director is hired and discussed moving the hiring date up to one year before completion. If approved, this will require an increase in fundraising efforts to cover the additional costs.

Town Theatre Committees

Redevelopment Director Petro reviewed progress from the eight committees.

Membership Committee: Redevelopment Director Petro reported that over \$1200.00 had been received to date from the 2015 Town Theatre Founding Memberships. The benefits of the 2015 Memberships are: 1) a decal identifying the owner as a 2015 Founding Member of the Town Theatre, 2) an invitation to the 2016 Annual Meeting of the Town Theatre Board, 3) a booklet with the names of all the Founding Members, and 4) a tour of the Town Theatre before Opening Night.

Publicity/ Marketing/Website/Social Media Committee: Board Member Carlascio will work on obtaining a CMS tool and template to populate the website. A mention was made of a facebook page© entitled, "Save the Town". Board Member DeYoung will try to contact the owner of that site to coordinate information about the Town Theatre.

Fundraising Committee

Redevelopment Director Petro reported that the February 20, 2015 TomFoolery Comedy and Music event brought in \$14,365.74. Board Members thanked the many volunteers who made it possible. It

was also noted that the event provided a great deal of publicity for the theatre. Board Member DeYoung stated that two fundraisers are being planned: a Ravinia-type event for this fall at Wicker Park, and a two-day event with *TomFoolery Comedy and Music* next February. Board Members also discussed a sponsorship drive to obtain large donations. No action has been taken on producing prints of the Robert Brasher painting of the Town Theatre, as yet. An artistic rendering in ink of the Town Theatre by Alicia Rosignol has been printed and copies were sold at the TomFoolery Comedy and Music fundraiser. There are extra copies that will be sold at future events and other locations.

Volunteers

Volunteer Marion Case, a member of the Volunteer Committee, reported that we have three hundred and fourteen volunteers (314). He reported that the next step is to contact each volunteer and obtain information on their interests and skills. Once that is completed, job descriptions for each Committee will be written. Discussion ensued on the need to recognize the many volunteers and how to maintain the current momentum. Board Members are asked to consider ideas and bring them to the next meeting.

Next Meeting

The Board Members decided to hold their next and following meetings on the third Thursday of the month at 4:30 PM at the Town Hall.

Adjournment

The meeting ended at 8:02 without formal adjournment.